

Law Enforcement Terrorism Prevention Program (LETPP) FY 2004 Guidelines

The Law Enforcement Terrorism Prevention Program (LETPP) provides federal funds to assist state and local law enforcement agencies prevent and respond to potential acts of terrorism. As Virginia's Criminal Justice Planning Agency, the Department of Criminal Justice Services, is designated the administering agency for making these funds available to law enforcement through state and local units of government. Funding for the Law Enforcement Terrorism Prevention Program comes from the Department of Homeland Security (DHS) and through the Virginia Department of Emergency Management.

The Law Enforcement Terrorism Prevention Program assists law enforcement agencies develop capabilities for detecting deterring, disrupting and preventing acts of terrorism. Awards were designed to provide assistance to all police departments, and sheriffs' offices within county or city boundaries including all incorporated or unincorporated towns, regardless of whether or not they have primary law enforcement responsibilities. There are no matching requirements for this program.

Funding was allocated on a formula basis to assist law enforcement with planning, organizational activities, training, training exercises and procurement of equipment to support projects and objectives identified in your 2003 State Homeland Security Assessments and Strategies Online Assessment Tool submitted to DHS.

Authorized funding from the Law Enforcement Terrorism Prevention Program may be used for equipment, training, training exercises, planning and organizational activities to support the following activities:

- 1. Information sharing to preempt terrorist attacks**
Allows purchase of equipment and support of efficient and expeditious sharing of information and intelligence that could preempt possible terrorist attacks
- 2. Target hardening to reduce vulnerability of selected high value targets**
Funds under this category will allow law enforcement communities to make vulnerable targets more resistant to attack or more difficult to remove or damage
- 3. Threat recognition to recognize the potential or development of a threat**
Funds provided under this category will allow law enforcement personnel to purchase equipment and conduct additional training that assists in further recognizing the potential or development of a threat.
- 4. Intervention activities to interdict terrorists before they can execute threat**
Funds provided under this category will allow law enforcement personnel to purchase equipment and conduct activities to further enhance their capabilities to prevent domestic terrorism incidents.
- 5. Interoperable Communications:**
Funds provided under this category will allow law enforcement personnel to purchase equipment to ensure interoperable communications between, and among law enforcement agencies and other emergency service providers such as fire and emergency management. (A comprehensive interoperable communications plan is required before these purchases can be made.)

In order to complete the requirements for this award, you must have a copy of your jurisdictions submission of the 2003 State Homeland Security Assessment and Strategy Online Assessment Tool submitted to the Department of Homeland Security and Virginia Department of Emergency Management. **Under the provisions of this grant, you may only request, and purchase the items (or needs) listed in the 2003 State Homeland Security Assessment and Strategy Online Assessment Tool you submitted.**

This award process was designed in an attempt to streamline the approval process and allocate funds more quickly. **In order to receive funding; you must complete all of the following activities:**

1. Sign and submit award forms accepting the funding and terms and conditions of the grant.
2. Complete the Initial Strategy and Procurement Form and submit it to DCJS.
 - Identify goals and objectives from the Commonwealth of Virginia State Strategy
 - Identify equipment, training, training exercises, organizational activities and planning needs reported in your 2003 Local Homeland Security Strategy Needs Assessment.
 - Review and comply with DHS/ODP guidelines on allowable costs.
3. Obtain approval to purchase requested items from DCJS
4. Purchase approved items
5. Submit the "Obligation Form to document your obligations
6. Follow Reporting Requirements

I. Submit Award Forms

Review the Award package and Conditions of Award. If you agree to the terms and conditions stated in the award package, sign and date the award document and return to DCJS by June 26, 2004. After submitting signed acceptance of award, please review and complete the forms, spreadsheets and activities listed in the following sections.

II. Complete the Initial Strategy and Procurement Form (ISPF)

To complete the Initial Strategy and Procurement Form, you will need the a copies of the following:

- A. The Initial Strategy and Procurement Form
<http://www.dcjs.virginia.gov/cple/grants/letpp/ISPF.cfm>
- B. The 2004 Commonwealth of Virginia State Strategy
<http://www.dcjs.virginia.gov/cple/grants/letpp/VASateStrategy.cfm>
- C. The State Homeland Security Assessment and Strategy Online Assessment Tool
completed by your locality in 2003.
- D. Allowable cost guidelines as listed below.

Directions for completing page 1 of the Initial Strategy and Procurement Form

Item 1. Legal Agency Name. List the legal name of the agency listed in the award package.

Item 2. Legal Jurisdiction Name. If applicable, list the name of the town receiving equipment or items that will be purchased with this award. Please complete a separate form for each jurisdiction participating in this award.

Page 1 Items 3, and 4. Identify the person preparing the document and list the contact information for that person.

Item 5. Review the Commonwealth of Virginia State Strategy (CVSS) to identify the goal and objectives your locality will use to prevent and respond to potential acts of terrorism under this grant. The goal and objectives you choose from the CVSS must link to the project, activities, and purchases you choose to complete under the terms of this grant. It is important to note there must

be an understandable correlation between the goals and objectives identified in the CVSS and the FY 2004 projects you identify for this award. In completing the ISPF, you do not need to write the goal or objectives, you may simply write the *number* of the goal and objectives listed in the CVSS. For instance if you chose Goal # 2 listed on page 5 of the CVSS, “Enhancing the Ability to Detect and Prevent Future Acts of Terrorism”, simply write “Goal #2.” You need not write the goal or the objectives. You must however, select **two** objectives for each goal.

Item #6. Project Detail. The Project Detail identifies the title of your project. There are several projects listed as examples. Choose one of the projects listed, or list the project title of your choice on the line marked “other.”

Item 7. Solution Area. The solution area identifies the approach you will take to better secure your community against the threat of terrorism. You may check one or more solution areas for each goal and objective. You must complete one ISPF for each goal that your locality will use to respond or prevent acts of terrorism.

Directions for completing page 2. of the ISPF

The second page of the ISPF identifies the items, services or equipment you are requesting to purchase under the Law Enforcement Terrorism Prevention Program. On the ISPF, list the items or services you intend to purchase, describe the item by model type or function and list the estimated cost of those items. For each item listed, you must identify if the solution area is planning, training, exercises equipment or organizational. Review the allowable cost guidelines, as published by the U.S. Department of Homeland Security and determine if your proposed purchases are allowable costs. More information about allowable costs is discussed in the following section under item #2.

All equipment, training, training exercises, planning and organizational activities must be pre-approved by DCJS prior to purchase. When identifying the purchases, you may ***only choose items and needs listed in your 2003 State Homeland Security Assessment and Strategy Online Assessment Tool.*** This needs assessment was prepared by ***your*** locality or local law enforcement agency and submitted to Virginia Department of Emergency Management and Office of Homeland Security in 2003. Before completing the ISPF, please assure that all items requested are allowable under federal guidelines. Information on allowable costs is described in the following section.

Review allowable cost guidelines as published in the U.S. Department of Homeland Security guidelines.

After identifying your priority needs as listed in your State Homeland Security Assessment and Strategy Online Assessment Tool (submitted to VDEM and OHS in 2003), review the *allowable cost guidelines* published by the U.S. Department of Homeland Security to assure all items requested are allowable under federal guidelines. Summary information identifying and describing allowable costs for Planning and Organizational Activities are listed in the paragraphs below. Links to allowable cost guidelines for equipment, training, and training exercises are also listed below.

Allowable Planning Costs

Development of and participation in information/intelligence sharing groups

Point vulnerability analyses and assessments

Development and review of site security buffer zone plans

Soft target security planning (public gatherings)

Development, implementation and review of Area Maritime Security Plans for ports waterways and coastal areas

Updating and refining threat matrices

Conducting local or regional implementation meetings
Hiring of full or part time staff or contractors/consultants to assist with intervention activities
(Hiring of Public Safety Personnel is NOT eligible under this program)
Developing or updating local or regional communications plans
Development or enhancement of cyber security plans
Development or enhancement of cyber risk mitigation plans
Conducting cyber risk and vulnerability assessments

Allowable Organizational Activities

Allowable expenditures in this category include overtime costs for personnel to participate in information, investigative, and intelligence sharing activities specifically related to homeland security only during an “Orange” alert. This includes activities such as Anti-terrorism Task Forces, Joint Terrorism Task Forces, Area Maritime Security Committees (as required by the Maritime Transportation Security Act of 2002) and Terrorism Early Warning Groups. Funding may not be used to supplant ongoing, routine public safety activities of state and local law enforcement. All requests of this nature must be submitted in writing to DCJS. No more than 20% of LETPP funds may be used for overtime costs for organizational activities without prior approval.

Copies of the Guidelines of Allowable Costs can be found on the DCJS web site at:

Allowable Equipment Costs

<http://www.dcjs.virginia.gov/cple/grants/letpp/allowableEquipmentCosts.cfm>

Allowable Training

<http://www.dcjs.virginia.gov/cple/grants/letpp/allowabletrainingcosts.cfm>

Allowable Training Exercise Costs

<http://www.dcjs.virginia.gov/cple/grants/letpp/allowableexercisecosts.cfm>

Please complete the ISPF by June 26, 2004 and submit it to by e-mail to janice.waddy@dcjs.virginia.gov

A mandatory training class will be held on June 17, 2004 to assist you in completing these forms.

III. Obtain approval to purchase items requested

After DCJS receives the Initial Strategy Implementation and Procurement Form; the information will be reviewed. Paperwork will be processed within 45 days. You will receive written notification of approval to purchase equipment and services. Because all funding must comply with federal cost guidelines, do not obligate funds or make any purchases until you receive approval in writing from DCJS.

Funds not obligated by April 30, 2005 must be returned to DCJS.

IV. Purchases

Some purchases will require that you follow OSHA standards. Please adhere to those guidelines and standards, as you will be required to certify that all federal guidelines were followed. Retain all copies of your purchase order and receipt of purchase for documentation, as you will be required to submit copies to DCJS.

V. Processing Procurements

All purchases must be documented on the DCJS Procurement Form and the ODP "Pay Sheet." In order to document and finalize all purchases *for equipment expenditures*, include copies of your receipts of purchase with the ODP "Pay Accounting Sheet."

To document and finalize all purchases *other than equipment*, complete and submit the DCJS Obligation Form and attach all receipts for purchase. Submit the Pay Sheet and/or the Obligation form with receipts of expenditures to DCJS no later than January 15, 2006.

VI. REPORTING REQUIREMENTS

Obligation of Funds

Within 12 months of the award, (April 30, 2005) all funding must be obligated. **Please note funds not obligated by April 30, 2005** must be returned to DCJS. Submit the Obligation Form documenting the date funds were obligated. Complete and submit the Obligation Form and list only items *approved* by DCJS for purchase. Complete each section on the Obligation Form, including the Category, Item, Description, Cost per Unit, Number of Units, Total Cost and Date Obligated. If you have incorporated towns within your boundaries, submit separate forms for each locality.

Other Reports and Due Dates

The Pay Accounting Sheet and the Obligation Form should be mailed to the Department of Criminal Justice Services, Grants Administration. All other reporting documents should be submitted by e-mail to Virginia Sneed at virginia.sneed@dcjs.virginia.gov

Due date	Submission Form	Reporting or Reporting Period
6/25/2004	Initial Strategy and Procurement Form	Identifies goals, objectives and purchases
4/30/ 2005	Obligation Form	To document obligation of funds
11/30/04 5/30/2005 11/30/2005	Biannual Report	Reports due May 21 and November 30 each year of the grant award
1/15/2006	Final Report: Pay Accounting Sheet, the Obligation Form and copies of receipt of purchases.	Through 11/31/05

The Biannual Report details obligations made, each unit of government, primary activities, accomplishments, anticipated outcome, expected allocations by discipline, projected use of funds by solution area. This report will be mailed to you under separate cover. As stipulated by OHS, failure to submit this report on the due date may result in loss of funding.

The Pay Accounting Sheet documents all equipment expenditures. Complete this form and submit it with copies of all receipts for expenditures. The Obligation Form must be submitted to document all other purchases under this grant. Attach copies receipt of purchase to the Obligation Form.

Decline of award

If you do not wish to accept this award, or comply with the terms and conditions of the award, submit a letter in writing indicating that you wish to decline the award and sent it to the attention of Janice Waddy, Department of Criminal Justice Services, Grants Administration 805 E. Broad Street, Richmond, VA 23219.

Questions and Technical Assistance

- **For questions regarding the *acceptance or decline of this award***, contact Janice Waddy, Grant Administrator at (804) 786-4011, or e-mail her at janice.waddy@dcjs.virginia.gov
- **For questions regarding the *program*, or completing the forms** contact Joyce Bradford, Senior Program Manager at (804) 786-5665 or email her at joyce.bradford@dcjs.virginia.gov

LINKS TO FORMS AND DOCUMENTS**FORMS**

Initial Strategy and Procurement Form (ISPF)

<http://www.dcjs.virginia.gov/cple/grants/letpp/ISPF.cfm>

Obligation Form (OF)

<http://www.dcjs.virginia.gov/cple/grants/letpp/Obligation.cfm>

Pay Accounting Sheet (PAS)

<http://www.dcjs.virginia.gov/cple/grants/letpp/PayAccounting.cfm>

DOCUMENTS

Commonwealth of Virginia State Strategy (SVSS)

<http://www.dcjs.virginia.gov/cple/grants/letpp/VASStateStrategy.cfm>

OHS Allowable Cost Guidelines for Equipment

<http://www.dcjs.virginia.gov/cple/grants/letpp/allowableEquipmentCosts.cfm>

OHS Allowable Cost Guidelines for Training

<http://www.dcjs.virginia.gov/cple/grants/letpp/allowabletrainingcosts.cfm>

OHS Allowable Cost Guidelines for Exercises

<http://www.dcjs.virginia.gov/cple/grants/letpp/allowableexercisecosts.cfm>